

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Financial and Business Solutions

FSC Group 520

Contract No. GS-23F-0086R

*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at:
<http://www.fss.gsa.gov>*

Contract Period: 1/25/2005 - 1/24/2010



**Triumph Technologies Inc.
5203 Leesburg Pike
Suite 1100
Falls Church, VA 22041-3410
Telephone: (703) 820-7251
Fax: (703) 824-5210
<http://www.triumph-tech.com>**

Business Size/Status: Large, Woman-Owned

Prices shown herein are NET (discount deducted).

Pricelist current through modification #FX51 dated December 23, 2007



Contract Holder

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

(Please refer to page #4 for a more detailed description)

- 520-12 / 520-12RC – Budgeting
- 520-13 / 520-13RC – Complimentary Financial Management Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #18

1c. Labor Category Descriptions: Please refer to page #9

2. Maximum Order: \$ 1,000,000 (For awarded SINs)

3. Minimum Order: \$300.00

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: 5203 Leesburg Pike, Suite 1100
Falls Church, VA 22041-3410

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card is accepted at or below the micro – purchase threshold.

9b. Government Purchase Card is accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Triumph Technologies Inc.
Attn: Richard Kemp/GSA Orders
5203 Leesburg Pike, Suite 1100
Falls Church, VA 22041

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Triumph Technologies Inc.
Attn: Accounts Receivable
5203 Leesburg Pike, Suite 1100
Falls Church, VA 22041

15. Warranty Provision:	Standard Commercial Warranty
16. Export Packing Charges:	Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance:	Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair:	Not Applicable
19. Terms and conditions of installation (if applicable):	Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:	Not Applicable
20a. Terms and conditions for any other services (if applicable):	Not Applicable
21. List of service and distribution points (if applicable):	Not Applicable
22. List of participating dealers (if applicable):	Not Applicable
23. Preventative maintenance (if applicable)	Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):	Not Applicable
24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ :	Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number:	861277846
26. Triumph Technologies Inc. <i>is</i> registered in the Central Contractor Registration (CCR) database.	
27. Uncompensated Overtime:	Not Applicable

CONTRACT OVERVIEW

GSA awarded Triumph Technologies Inc. a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract No. GS-23F-0086R. The current contract period is 1/25/2005 - 1/24/2010. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Richard Kemp
Triumph Technologies Inc.
5203 Leesburg Pike, Suite 1100
Falls Church, VA 22041-3410
Telephone: (703) 820-7251
Fax Number: (703) 824-5210
Email: dick.kemp@triumph-tech.com

MARKETING AND TECHNICAL POINT OF CONTACT

Richard Kemp
Triumph Technologies Inc.
5203 Leesburg Pike, Suite 1100
Falls Church, VA 22041-3410
Telephone: (703) 820-7251
Fax Number: (703) 824-5210
Email: dick.kemp@triumph-tech.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Triumph Technologies Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 520-12 / 520-12RC – Budgeting
- 520-13 / 520-13RC – Complimentary Financial Management Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

520-12 / 520-12RC BUDGETING

The Contractor shall provide budgeting services. This may include but is not limited to the following:

- Assess and improve the budget formulation process
- Assess and improve the budget execution process
- Conduct special reviews of budget formulation or execution issues
- Review budgetary controls
- Assist with implementation of corrective actions

520-13 / 520-12RC COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Perform economic and regulatory analyses
 - Develop methods for analyzing costs, benefits and impacts of regulations and policies
 - Collect data and prepare Information Collection Requests for approval by OMB
 - Conduct exposure and risk analyses
 - Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
 - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded
- Assist with quality assurance efforts

OVERVIEW OF TRIUMPH'S SERVICES

Triumph Technologies, Inc. (Triumph) is a success oriented international business serving clients in the government sector. Triumph's clients include but are not limited to: Defense Threat Reduction Agency; Defense Advanced Research Projects Agency; U.S. Department of the Army; U.S. Department of State; U.S. Agency for International Development; Federal Emergency Management Agency and, many other clients.

Triumph is cognizant of the government's efforts in downsizing its workforce while simultaneously maintaining effectiveness and efficiency. Triumph's solutions ensure the government can do just that. Triumph's flexibility is the key to the government success. This flexibility ensures the government can respond to the fluid nature of the workforce. Our professionals provide quality solutions to the client's most complex needs.

Triumph wants its client to remain receptive to the complex needs of its customer. Below Triumph has outlined the challenges the Federal workforce faces:

- Implementing flexible processes that provide solutions to the government's fluid environment
- Streamlining government processes to meet mission requirements
- Drafting new policies and procedures and or revising present policies and procedures addressing changes in the workforce
- Expediting winning solutions to the government's customers in the fast paced global market
- Meeting the organizational demands of a changing government environment
- Strategic planning that is immediately responsive to the governments' customer demands

Triumph's receptiveness to the government's workforce needs spells success. Triumph continually provides solutions to the governments' most complex challenges. We implement quality processes that ensure effective change management. Triumph's receptiveness ensures the government remains receptive to the complex needs of its client.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Triumph Technologies Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER (I-FSS-125)

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT (8.405-3)

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

H.S. Diploma + 4 years additional experience	=	Bachelors Degrees
Bachelors Degree + 2 years additional experience	=	Masters Degree
Masters Degree + 3 years additional experience	=	PhD

Education Substitutions:

A Ph.D. may be substituted for 3 years of required experience with a Masters or 4 years with a Bachelors.
A Masters may be substituted for 2 years of required experience with a Bachelors.
A Bachelors Degree may be substituted for 4 years of required experience with a H.S. Diploma.

Commercial Job Title:	Program Manager I
Minimum/General Experience:	Eleven (11) years of experience in the management and direction of large or complex, multi-task projects. Experience includes financial management, staffing, and contract compliance.
Functional Responsibilities:	Responsible for ensuring that project plans are developed, implemented and updated monthly and as required. Determine costs for labor and materials needed to complete the contract in accordance with regulatory, contractual, client and corporate requirements.
Minimum Education:	Bachelors Degree or equivalent experience

Commercial Job Title:	Project Director II
Minimum/General Experience:	Seven (7) years of experience in the overall management of complex projects. Experience includes financial management, staffing, contract compliance, deliverables and client relations.
Functional Responsibilities:	Develops a project management plan for each contract which identifies project staff, staffing hours, tasks outlines, contract deliverables and due dates.
Minimum Education:	Bachelors Degree or equivalent

Commercial Job Title:	Project Director III
Minimum/General Experience:	Nine (9) years of experience in the overall management of complex projects. Experience includes financial management, staffing, contract compliance, deliverables and client relations.
Functional Responsibilities:	Develops a project management plan for each contract which identifies project staff, staffing hours, tasks outlines, contract deliverables and due dates.
Minimum Education:	Bachelors Degree or equivalent

Commercial Job Title:	Project Associate I
Minimum/General Experience:	One (1) year of experience in support of large projects. Experience in a specific technical discipline a plus.
Functional Responsibilities:	Assists Project Directors and Program Managers in the management and direction of large projects by assuming responsibility for successful completion of a component task. Responsibilities include tracking progress, developing management reports, providing team technical guidance and client and staffing interaction.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Project Associate II
Minimum/General Experience:	Three (3) of experience in support of large projects. Experience in a specific technical discipline a plus.
Functional Responsibilities:	Assists Project Directors and Program Managers in the management and direction of large project by assuming responsibility for successful completion of a component task. Responsibilities include tracking progress, developing management reports, providing team technical guidance and client and staffing interaction.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Subject Matter Expert I
Minimum/General Experience:	Five (5) years of specialized technical experience in a functional area of expertise.
Functional Responsibilities:	Provides expert consultation and support to a functional technical area of a project. Develops solutions to complex projects. Works closely with project team, particularly senior and management staff, to identify the best solutions to various development, maintenance and implementation problems.
Minimum Education:	Bachelors Degree or equivalent experience

Commercial Job Title:	Contract Administrator I
Minimum/General Experience:	One (1) year of general experience.
Functional Responsibilities:	Monitors performance for conformance to original proposal, maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications and government regulations.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Contract Administrator II
Minimum/General Experience:	Three (3) years of general experience.
Functional Responsibilities:	Monitors performance for conformance to original proposal, maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications and government regulations. Prepares special reports and analyses as required.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Contract Administrator III
Minimum/General Experience:	Five (5) years of general experience.
Functional Responsibilities:	Monitors performance for conformance to original proposal, maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications and government regulations. Prepares special reports and analyses as required. May provide work leadership for lower level personnel. Issues contract and financial program documents. Prepare bids, process specifications, test and progress reports, and other exhibits that may be required
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Consultant I
Minimum/General Experience:	Five (5) years of experience in the overall management of complex projects.
Functional Responsibilities:	Must be able to demonstrate experience managing the use of applicable methodologies and tools. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Demonstrated expertise and ability in solving complex problems in an efficient and unique manner. Proven expertise in the management and control of funds and resources.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Consultant III
Minimum/General Experience:	Nine (9) years of experience in the overall management of complex projects.
Functional Responsibilities:	Must be able to demonstrate experience managing the use of applicable methodologies and tools. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Demonstrated expertise and ability in solving complex problems in an efficient and unique manner. Proven expertise in the management and control of funds and resources.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Financial Analyst I
Minimum/General Experience:	One (1) year of experience in implementing, updating and maintaining financial spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have rudimentary understanding of accounting, management and contract principles.
Functional Responsibilities:	Works under specific supervision in performing analysis and control functions. Creates, organizes and project information for client review and decision support.
Minimum Education:	Bachelors Degree or equivalent experience

Commercial Job Title:	Financial Analyst II
Minimum/General Experience:	Three (3) years of experience in implementing, updating and maintaining financial spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of accounting, management and contract principles. May supervise one or more individuals.
Functional Responsibilities:	Works under general supervision, will perform program analysis and control functions. Individual will create, manage and maintain project information related to contractual requirements and cost constraints.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Financial Analyst III
Minimum/General Experience:	Five (5) years of experience using standard and non-standard financial analysis, design and evaluation methods to perform complex financial and management support tasks.
Functional Responsibilities:	Works under limited supervision to develop, implement and monitor financial control systems. Organizes financial information for client and management review. May supervise a team or one or more professionals.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Financial Analyst IV
Minimum/General Experience:	Seven (7) years of experience using standard and non-standard financial analysis, design and evaluation methods to perform complex financial and management support tasks.
Functional Responsibilities:	Works independently of direct supervision. Develops and implements financial control systems and strategies to monitor and forecast financial information. May provide direction or supervision to other professionals.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Administrative Specialist I
Minimum/General Experience:	No experience necessary. However, experience creating reports and the tracking of information is a plus.
Functional Responsibilities:	Works under close supervision in performing analysis and control functions. Assists in the creation, organization and management of program and project information.
Minimum Education:	HS Diploma or equivalent

Commercial Job Title:	Administrative Specialist II
Minimum/General Experience:	One (1) year of experience in supporting management operations through the development and creation of reports, tracking information and direct assistance to a Project Associate, Project Director or Program Manager.
Functional Responsibilities:	Works under close supervision in performing analysis and control functions. Assists in the creation, organization and management of program and project information.
Minimum Education:	HS Diploma or equivalent

Commercial Job Title:	Administrative Specialist III
Minimum/General Experience:	Three (3) years of experience in supporting management operations through the development and creation of reports, tracking information and direct assistance to a Project Associate, Project Director or Program Manager.
Functional Responsibilities:	Works under limited supervision in performing analysis and control functions. Assists in the creation, organization and management of program and project information.
Minimum Education:	HS Diploma or equivalent

Commercial Job Title:	Technical Writer I
Minimum/General Experience:	Two (2) years of technical experience in the preparation of original text based on technical data, review of graphic design, and organization of text and graphic elements.
Functional Responsibilities:	Writes, rewrites, and edits technical materials including, operations and maintenance of manuals and technical publications.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Research Specialist I
Minimum/General Experience:	Two (2) years of experience participating in research and development activities.
Functional Responsibilities:	Ability to write technical reports detailing procedures, outcomes, and observations. Demonstrates general knowledge in a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Research Specialist II
Minimum/General Experience:	Four (4) years of experience participating in research and development activities. Proven ability to utilize established mathematical and scientific techniques to compile and analyze data.
Functional Responsibilities:	Writes technical reports detailing procedures, outcomes, and observations. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Budgeting Specialist I
Minimum/General Experience:	One (1) year of experience
Functional Responsibilities:	Works under close supervision and provides assistance in implementing and operating budget control and accounting systems. Assists in organizing information into reports for client and management review.
Minimum Education:	Associates degree or equivalent experience

Commercial Job Title:	Budgeting Specialist II
Minimum/General Experience:	One (1) year of experience in cost analysis, budget formulation, tracking, analysis and reporting related to complex financial and management support tasks.
Functional Responsibilities:	Works under general supervision to develop, implement and monitor budget control systems. Organizes financial information for client and management review. May supervise one or more professionals.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Budgeting Specialist III
Minimum/General Experience:	Three (3) years of experience in cost analysis, budget formulation, tracking, analysis and reporting related to complex financial and management support tasks.
Functional Responsibilities:	Works under limited supervision to develop, implement and monitor budget control systems. Organizes financial information for client and management review. May supervise a team or one or more professionals.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Budgeting Specialist IV
Minimum/General Experience:	Five (5) years of experience in cost analysis, budget formulation, tracking, analysis and reporting related to complex financial and management support tasks.
Functional Responsibilities:	Works independently of direct supervision. Develops and implements budget control systems and strategies to monitor and forecast financial information. May provide direction or supervision to other professionals.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Internal Control Specialist I
Minimum/General Experience:	One (1) year of experience.
Functional Responsibilities:	Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Relies on instructions and pre-established guidelines to perform the functions of the job. Assists in auditing the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws.
Minimum Education:	Associates degree or equivalent experience

Commercial Job Title:	Internal Control Specialist II
Minimum/General Experience:	One (1) year of experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Functional Responsibilities:	Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Relies on instructions and pre-established guidelines to perform the functions of the job. Assists in auditing the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws.
Minimum Education:	Bachelors degree or equivalent experience

Commercial Job Title:	Financial Management Associate I
Minimum/General Experience:	One (1) year of experience in financial management and/or economic analysis.
Functional Responsibilities:	Assists in conducting financial management and administrative support services to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resource allocation. Uses automated project scheduling and cost tracking software to support critical path and integrated master planning analysis.
Minimum Education:	Associates degree or equivalent experience

HOURLY RATES FOR SERVICES
SIN(s) 520-12 / 520-12RC & 520-13 / 520-13RC

GSA Labor Category	1/25/07-1/24/08	1/25/08-1/24/09	1/25/09-1/24/10
Program Manager I	\$116.76	\$121.35	\$126.12
Project Director II	\$79.92	\$83.06	\$86.33
Project Director III	\$90.57	\$94.13	\$97.83
Project Associate I	\$59.95	\$62.30	\$64.75
Project Associate II	\$68.32	\$71.00	\$73.79
Subject Matter Expert I	\$116.76	\$121.35	\$126.12
Contract Administrator I	\$58.98	\$61.29	\$63.70
Contract Administrator II	\$68.99	\$71.70	\$74.52
Contract Administrator III	\$84.95	\$88.29	\$91.76
Consultant I	\$86.13	\$89.52	\$93.03
Consultant III	\$116.76	\$121.35	\$126.12
Financial Analyst I	\$53.04	\$55.12	\$57.29
Financial Analyst II	\$61.85	\$64.28	\$66.81
Financial Analyst III	\$68.68	\$71.37	\$74.18
Financial Analyst IV	\$78.58	\$81.67	\$84.88
Administrative Specialist I	\$33.80	\$35.13	\$36.51
Administrative Specialist II	\$41.32	\$42.94	\$44.63
Administrative Specialist III	\$46.48	\$48.31	\$50.20
Technical Writer I	\$68.32	\$71.00	\$73.79
Research Specialist I	\$61.18	\$63.58	\$66.08
Research Specialist II	\$68.32	\$71.00	\$73.79
Budgeting Specialist I	\$53.04	\$55.12	\$57.29
Budgeting Specialist II	\$61.85	\$64.28	\$66.81
Budgeting Specialist III	\$68.32	\$71.00	\$73.79
Budgeting Specialist IV	\$82.83	\$86.08	\$89.46
Internal Control Specialist I	\$51.88	\$53.92	\$56.04
Internal Control Specialist II	\$58.98	\$61.29	\$63.70
Financial Management Associate I	\$37.87	\$39.36	\$40.90